



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

June 13, 2016

Closing Date: June 17, 2016

(Position will close after five working days from date of listing or until filled.
Application review will begin on June 20, 2016).

Title: ADMINISTRATIVE SPECIALIST III

Position Number: 2208-2866

Grade: C112

Educator Effectiveness

DUTIES:

This position will be responsible for bridging communication between division advisors, educators and vendors; answering questions by phone or e-mail regarding support to schools and districts; composing draft copies of correspondence; entering and maintaining accurate electronic records and periodically update with new information; converting data to spreadsheets; arranging events and trainings; serving as a team member and assisting staff when available; and performing other duties as assigned by unit and division supervisors.

SPECIAL REQUIREMENTS:

Candidate must possess excellent interpersonal skills, good written, verbal (articulation) and business phone skills; working knowledge of office applications, particularly in word processing, data management and filing (electronic and hard-copy); and ability to share workloads with other staff.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

ALL APPLICANTS MUST SCHEDULE TO TAKE THE REQUIRED SECRETARIAL SKILLS TEST.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus three years of experience in specialized or a related field applicable to work performed. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. **Visit our website at Arkansased.gov or www.arstatejobs.com.** To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.